

Records Management Report Follow Up

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<u>Report Date</u>	<u>Department</u>	<u>Findings</u>	<u>Status*</u>	<u>Follow-Up Date</u>	<u>Retention Schedule</u>
9/21	Corp. Building Services A. Martini	File Space Sufficient.		--	--
9/22	Corp. Investor Relations H. Millington	1. Assign 2 additional cabinets (4 drs.) at secretary's work station. 2. Six drs. (outside D. Floam's office) to be used by H. Millington. 3. Reduce supplies.	OK per H. Millington 10/29. " "	--	--
9/22	Corp. Banking Services & Cash Control E. Silcock 1733	1. Assign 2 additional cabinets (4 drs.) at secretary's work station. 2. Transfer 2 drs. to Carlstadt or QRSA. 3. D. Burnell to review 1 dr. Misc. files.	OK per E. Silcock 10/29. Will perform OK per D. Burnell 10/29.	-- 6/1/82 --	--
9/24	Corp. Stockroom M. Moravek	File Space Sufficient.			--
9/24	Corp. Maintenance W. Buwalda	File Space Sufficient			--

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9/24	Corp. Copy Services T. Martinez	File Space Sufficient.			--
9/24	Corp. Marketing E. Fortner	File Space Sufficient.			--
9/29	Corp. Tobacco Technology F. Resnik	T. Framiglio to review files for transfer to QRSA and CRC.		6/1/82	--
9/30	Corp. Purchasing G. Dick	File Space Sufficient.			--
10/1	Corp. Employee Store D. DiFabio	File Space Sufficient.			--
10/12	Corp. Food Services C. Giaccone	File Space Sufficient			--
10/14	Corp. MIS R. Richards	Department staff will be remaining at 100 Park.			
10/14	Corp. Operations M. Waddy	File Space Sufficient.			Approved
10/14	Corp. Planning/Office Systems L. Cafaro	File Space Sufficient			--

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10/15	Seven-Up Int'l Operations W. Powell	<ol style="list-style-type: none"> Assign open C office to accommodate J. Gazzola's files. Two lateral cabinets in the Package Display Room for R. Powell Chart rail, wood display cases, and drawing cabinet will be located in the Package Display Room. 	S.M.notified.	--	Approved
10/15	Seven-Up Int'l Finance R. Wyskanycz	<ol style="list-style-type: none"> Assign 2 add'l cabinets (4 drs.) to R. Wyskanycz's sec'y station. Three fireproof cabinets to be transferred to 120 and placed in Telex Word Processing Room. Five drawers of files to be reviewed by M. Narducci for transfer to QRSA, CRC, or destroyed. One 5-dr. cabinet in Telex Room for M. Narducci. Eight drawers of files to be reviewed by P. Lennertz for transfer to QRSA, CRC, or destroyed. Reduce departmental supplies. 	<p>OK per sec'y 1/8/82.</p> <p>"</p> <p>3/19/82 Spoke w/M. Narducci 4/8/82. 5 dr. files destroyed. Will use QRSA for dept. forms.</p> <p>OK per M. Narducci 1/8/82.</p> <p>Spoke w/P. Lennertz 1/18/82. Will call again in 3 weeks due to year end closings. 5 or more drs. will be sent to CRC.</p> <p>OK per S. Hakim 1/8/82.</p>	<p>--</p> <p>--</p> <p>4/8</p> <p>3/19</p> <p>4/8</p>	--

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10/19	International Finance K. Grant	1. Assign 3 cabinets (6 drs.) at K. Grant's sec'y work station. 2. K. Whitehorne to transfer equipment in 1 dr. to Carlstadt. 3. J. Kramer to review historical files for transfer to QRSA or CRC.	Spoke w/K. Grant - not satisfied with office space but cannot get add'l equipment in her office.	4/3/1/82 4/12	
10/19	International Financial Controls P. Coleman	1. Assign 1 2-dr. cabinet at P. Coleman's sec'y work station, and 2 2-dr. cabinets (4 drs.) at M. Pane's work station. 2. S. Ganzfried to transfer 1 dr. to QRSA. 3. Assign 1 5-dr. cabinet with overhead in File Room for Spera/Giglio.	OK per P. Coleman 1/7/82. OK per S. Ganzfried 11/12. V. Murphy replaced S. Ganzfried. OK per P. Coleman 1/7/82.		Approved
10/21	Corp. Financial Planning J. Dasher	1. Assign 2 cabinets (4 drs.) at J. Dasher's sec'y work station. 2. Twenty-two drs. for transfer to QRSA, CRC, or destroyed. 3. Approximately 32 file drs. to be reviewed for transfer to QRSA, CRC, or destroyed. 4. Seven boxes of financial material for transfer to QRSA.	Spoke w/J. Dasher 1/8/82. She will review our memo & get back to me.	4/22 4/31	

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① 3/4 Files being reviewed by N. Kennington.

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10/21	Corp. Financial Planning J. Dasher	5. Reduce Supplies.			
10/29	Corp. Library Services A. Perricelli	File Space is Sufficient.			--
11/2	Int'l Finance V. Batra	1. Assign 2 add'l cabinets (4 drs.) at V. Batra's secretary's work station. 2. V. Batra to transfer 2 drs. to QRSA. 3. Eighty drs. of dept'l files for transfer to QRSA, CRC, or destruction. 4. Assign 10 cabinets with overheads in File Room.	Due to year-end closing dept. requested that they will contact in Feb. - 1/18 . S.M. notified. Dept. to review files for transfer to CRC or destruction Met w/ F. Vitek 2/8.	4/5 4/1/82 Dept. reviewing files for transfer to QRSA, CRC or destruction	
11/2	Corp. Transportation L. Parrott D. Enroughty	1. Assign: - 2 cabinets (10 drs.) to C. Monahan. - 2 cabinets (10 drs.) to B. Carroll. - 1 cabinet (5 drs.) to W. Barnes. - 1 2-dr. cabinet to V. Kelly. 2. W. Barnes to transfer 1 dr. of files to QRSA. 3. W. Barnes to review approximately 1 dr. of files for destruction.	OK per D. Enroughty. S.M. notified.	5/1	--

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11/3	Corp. Security N. Gallagher	1. Assign 4 drs. at N. Gallagher's secretary's work station.	S.M. notified.		
		2. Nine drs. cannot be accommodated - transfer brochures to QRSA.		6/5/1/82	
		3. Shelf space in office to be used for reference material.			
		4. Will assign 30" (2-shelf) book case if needed after move.			
11/3	Corp. Legal J. Breedlove	1. Will require equivalent of 9 30" file drawers.			

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11/13	Seven-Up Int'l Planning & Marketing Services T. Lynch ✓	<ol style="list-style-type: none">1. Assign 1 2-dr. cabinet at T. Lynch's secretary's work station.2. Assign 5-dr. cabinet in A/V Conference Room for T. Lynch's files.3. Assign 5-dr. cabinet in A/V Conference Room for Ed Roston.4. Skip Bornhuetter will require approx. 5 drs. (He's not on the 120 Park floor plans.)	S.M. notified.		Approved
11/13	Corporate Secretary B. Fee	<ol style="list-style-type: none">1. Transfer semi-active records to QRSA.		6/5/1/82	
11/24	Corp. Communications Services D. Davidson 2 1/3-66	<ol style="list-style-type: none">1. Transfer 4 drs. to CRC or destroy.2. Consolidate cigarettes.3. Reduce supplies (3 drs.)	<p>Spoke w/D. Davidson 1/18. Disposition will be performed.</p> <p>Completed.</p> <p>"</p>		Approved
11/25	Corp. Headquarters Services Director R. Romano	<ol style="list-style-type: none">1. Assign 2 enclosed wooden cabinets with locks for storage of cigarettes outside of Mr. Romano's office.2. Transfer 3 drs. 1977-1979 subject files & 1 dr. of Floor Plans to CRC.	S.M. notified.		

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11/25	Corp. Graphic Services D. Hancock g x33	1. M. May to transfer 2 drs. to CRC. 2. M. May to reduce 4 drs. to 2 drs. for Form Samples.			
11/25	Corp. Communications Services C. Frank Sharon T. O'Brien	File Space Sufficient.			
11/25	Corp. Staff Services Administration A. Gagliardo	1. Following equipment required at work stations: a) Storage cabinet - C. McLaughlin b) File cabinet - D. Fajen c) Counter-top card file cabinet - C. McQueen	S.M. notified.		Approved
11/25	Corp. Operations Facilities Planning R. Amico	File Space Sufficient.			Approved Signed by department
12/3	Int'l EDP & Systems H. Wang	Remaining at 100 Park.			Approved
12/3	Corp. Art Department J. Urbain	1. Three 5-dr. cabinets required for Art files.	S.M. notified.		Approved
12/11	Int'l Customer Sales Administration B. Coombs	Remaining at 100 Park.			Approved
12/11	Int'l Customer Service Traffic E. Strauhs	Remaining at 100 Park.			Approved FYI Changes made on Schedule

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12/11	Int'l Customer Service Materials & Supplies A. Golay	Remaining at 100 Park.			Approved
12/11	Corporate Audit M. Kenny	Remaining at 100 Park.			Approved. Signed by department
12/17	Int'l Customer Service Director P. Trentacoste	Remaining at 100 Park.			Approved

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